



**APPLICATION FOR CERTIFICATION OF APPROPRIATENESS
CITY OF GEORGETOWN ARCHITECTURAL REVIEW BOARD**

Note: In preparing this application you should familiarize yourself with the applicable Historic District Design Review Standards, which can be found on the City website (www.cogsc.com). Try to comply as best as you can with the Design Standards with your proposed project.

This form must be completed and required materials must be submitted to the City of Georgetown Building & Planning Department no later than the deadline. A REPRESENTATIVE MUST BE PRESENT AT THE MEETING TO HAVE YOUR REQUEST HEARD.

Applicant's Name: _____

Tax Map Number: _____

Mailing Address: _____

Telephone: Business _____ **Home** _____

Site Address: _____

Zoning: _____ **R4 (High Density Residential)**
_____ **R1 (Low Density Residential)**
_____ **CC (Core Commercial)**
_____ **WC (Waterfront Commercial)**

Type of Request:

_____ **Demolition**
_____ **Alteration**
_____ **Repair**

_____ **New Construction**
_____ **Fence**
_____ **Addition**

Description of Proposal:

(Over)

Owner _____
Telephone _____
Address _____

Architect _____
Telephone _____
Address _____

Contactor _____
Telephone _____
Address _____

Signature of Applicant/Agent _____ Date _____

Printed Name _____ Contact Telephone # _____

Please submit all required documents from checklist attached.
Application Fees are made payable to The City of Georgetown
Fee: \$30.00 Application for Approval (GL#0010-00-323.025)
\$15.00 Review of Revisions (GL#0010-00-323.025)

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Fee Paid: _____ **Received By:** _____
Date: _____

Application Complete ____ **Yes** ____ **No**

Notes: _____

Meeting Date: _____

**CITY OF GEORGETOWN
ARCHITECTURAL REVIEW BOARD
SUBMISSION MATERIALS CHECKLIST**

- The Architectural Review Board must approve any change or alteration to the **exterior** of any structure in the Historical District, as well as the demolition or new construction of any building or fence.
- Detailed drawings must be submitted along with your completed application form and the \$30 application fee (\$15.00 for the review of required revisions). Late or incomplete submittals will not be placed on the agenda for that month's meeting. ****Please note all projects will be reviewed by the Building & Planning Department to assure Zoning Compliance prior to being presented to the Architectural Review Board.**
- Required materials/samples are listed below and include but not limited to:

New Construction/Additions/Renovations/Alterations: Elevation and design drawings drawn to scale of the front, sides, and rear of all proposed new structures and/or facades proposed to be renovated. Site plan illustrating the location of existing structures and proposed new structure and/or additions; landscape plan illustrating the location existing landscape and proposed new landscaping; color samples of paint, brick, shingles, siding, windows, etc.

Fences/Walls: Site Plan illustrating location of fence, wall and lot lines. Material samples and design drawing.

- Twelve (12) copies of **all required materials** must be submitted to the Building and Planning Department, as all members of the Architectural Review Board must receive and review all materials prior to the meeting.
- If the Architectural Review Board is not satisfied with your design, or needs additional information to make a decision, they will usually allow the applicant to withdraw the application or defer the application. This does not mean you cannot reapply, or provide additional information at the next meeting.
- If your application is deferred or withdrawn and you wish to come back at the next meeting with an alternative proposal, you will need to inform the Building and Planning Department before the deadline of the next meeting. You will be required to pay another fee (\$15.00) and fill out another application; you will be advertised as "Old Business" and must provide new drawings and or samples at least one week prior to the meeting.

PLEASE BE AWARE THAT STAFF AND BOARD MEMBERS MAY BE VISITING THE SITE PRIOR TO THE MEETING IN ORDER TO TAKE PICTURES AND MAKE A VISUAL INSPECTION OF THE EXTERIOR.

CITY OF GEORGETOWN ARCHITECTURAL REVIEW BOARD

CHECKLIST FOR REQUIRED MATERIALS:

NEW CONSTRUCTION/ADDITIONS/RENOVATIONS/ALTERATIONS:

_____ Elevation and design drawings to scale showing front, sides and rear of all proposed new structures and/or facades proposed to be renovated.

_____ Site plan illustrating the location of existing structures and proposed new structure and/or additions.

_____ Building materials including windows, roof materials, lighting plan, etc.

FENCES/WALLS:

_____ Site plan showing location of fence/wall and lot lines (Plat of property)

_____ Photos and specifications

_____ Design drawings

*****TWELVE COPIES OF ALL REQUIRED INFORMATION MUST BE SUBMITTED TO THE BUILDING & PLANNING DEPARTMENT AT THE TIME OF APPLICATION. THE BUILDING & PLANNING DEPARTMENT WILL REVIEW ALL PROJECTS TO ASSURE ZONING COMPLIANCE PRIOR TO BEING PRESENTED TO THE ARCHITECTURAL REVIEW BOARD.**

**Building & Planning Department, City of Georgetown
1134 N. Fraser Street, PO Drawer 939, Georgetown, SC 29440
(843)-545-4010**

Architectural Review Board (ARB) Meeting Dates for 2020

Month	Deadline	Meeting Date	Advertisement
January	December 16, 2019	Monday, January 6, 2020	December 25, 2019
February	January 15, 2020	Monday, February 3, 2020	January 22, 2020
March	February 14, 2020	Monday, March 2, 2020	February 19, 2020
April	March 16, 2020	Monday, April 6, 2020	March 25, 2020
May	April 15, 2020	Monday, May 4, 2020	April 22, 2020
June	May 15, 2020	Monday, June 1, 2020	May 20, 2020
July	June 15, 2020	Monday, July 13, 2020	June 24, 2020
August	July 15, 2020	Monday, August 3, 2020	July 22, 2020
September	August 14, 2020	Monday, September 14, 2020	August 19, 2020
October	September 16, 2020	Monday, October 5, 2020	September 23, 2020
November	October 15, 2020	Monday, November 2, 2020	October 21, 2020
December	November 16, 2020	Monday, December 7, 2020	November 25, 2020

ARB Meetings are held the first (1st) Monday of every month at 5:30 pm in Municipal Court Building at 2222 Highmarket Street, except those months where the date falls on or near a holiday. (Advertisement at least 7 days before the meeting date)

***No applications will be accepted after 4 PM on date of deadline.**